

NIH CHILD CARE BOARD MEETING MINUTES

December 9, 2004

Building 31/ 6C Room 7

10:00 a.m. to 12:00 p.m.

Members in Attendance:

Valerie Durrant, Alisa Green, Valerie Hurt, Susan Koester, Jayne Lura-Brown, Angela Magliozzi, Henry Primas, Mary Ellen Savarese, Hyden Shen, Lisa Strauss, Tim Tosten

Members absent:

Janet Austin, Deborah Fountain, Juanita Mildenberg, Barbara Murphy, Kim Plascjak

Liaisons in Attendance:

POPI: Paulina Alvarado, Patricia Blessing

ECDC: Ann Schmitz

ChildKind, Inc.: Lee Ettman, Vanessa Baxendale, Jaydah Wilson, Isolan Canty

Guests:

Jessica Aquilino

Staff

Joy Postell

- I. **Welcome and Introductions:** Susan Koester began the meeting in Janet Austin's absence by welcoming members, liaisons and guests. Introductions were made around the table. Holiday toys were presented to Board Members on behalf of the staff.
- II. **Approval of Minutes:** Minutes of the October 2004 meeting were reviewed and approved.
- III. **Reports:**
 - Subsidy-** Reported by Mary Ellen. Reminded the Board that the NIH Executive Officers approved a 3 year pilot subsidy program for the FY 05 budget \$50,000, proposed budget in FY 06 and FY 07 for \$100,000. Tim prepared a letter notifying the appropriation committee of the senate and house branch that NIH was going to participate. NIH leadership decided not to send the letter until the NIH had an approved budget which was signed on December 8. The letter should be on its way to Congress. Tim has started preliminary discussions with the HR department concerning the operation of the subsidy as it relates to payroll and taxes. Tim is also working on a statement of work to contract with FEEA to operate the subsidy program. A publicity plan is already in place that will be activated as soon as all of the details are worked out. It is anticipated that the plan will be shared with Board members in the January Board meeting. The Board was reminded that their help will be needed to get the word out about the program.
 - Communications Committee-** Valerie Durrant reported that the communications committee is formulating a five year plan with specific goals for each year to support the vision of the Child Care Board through improvements to the website, more Ask the Parenting Specialist events, and collaborations with available programs (Work Life Center, lactation Program,

and women's groups). The communications committee is still in the developing stages, but a mountain of ideas have already been put on the table for discussion within the committee to be brought to the Board as they develop.

Waiting List Committee- Reported by Alisa Green and Mary Ellen, as of January 1, 2005 a new "two strikes" policy will be implemented for all current enrollees on the wait list. Current and new enrollees will only be allowed to turn down an opportunity to enroll in a particular center two times before their application date will change to the date of the second decline. There will be a "frequently asked questions" section on the website for clarification. The Center Directors are reviewing the questions and answers and will provide feedback to Mary Ellen. The revisions will go back to the committee for their review. Mary Ellen predicts that in 6-9 months after the policy has been in place, there will be a decline in the waiting list. The committee will come back to the Board after the first full quarter of operating under the new policy with feedback from employees. Board members are encouraged to "try out" the wait list to give feedback on the clarity of the wait list system.

IV.

Discussion on the ORS Child Care Services Budget

- Tim led the discussion on the Child Care Services Budget by asking the Board for input on what child care efforts they would like to support in the DOES budget for FY 06 and 07. Tim listed current expenses, such as, service and maintenance contracts for kitchen equipment, installation and removal of play shades for the playground areas, general Center improvement, new furniture, a new inspection process, playground area and additional facilities.
- After Board discussion of the need for additional facilities the Board decided to write a letter to NIH leadership in support of request for the additional money to build the proposed child care center in the Rock Springs Cluster
- Vanessa Baxendale suggested that if the FY 05 appropriation for the Rocksprings Center will expire on October 2005, why not expand ChildKind Inc. by getting another modular, resulting in more childcare on campus, rather than lose the money and not be able to use it. Tim said that it is an idea worth exploring but the money was specifically approved as a line item for leasing space at Rocksprings.
- Additional Operational Expenditure will include:
 - An all day training event for all three center staff to support required NAEYC Accreditation efforts. Centers will be closed for this Professional Day in the spring.
 - The modifications of the Waiting List contract requiring additional data collection and database changes will increase the cost of that contract.
 - Subsidy pilot program, as mentioned.
 - Support for the Child Care Board expanded outreach programs and materials for the Parenting Festival, and the Ask the Parenting Specialist.

- Board Members enthusiastically supported the continuance of the Ask the Parenting Specialist sessions. It was felt that the cost of the Specialist is justifiable considering the benefits of the information and the outreach that is made readily available to employees. In fact, the Communications Committee suggested expanding the service. Alisa shared her concern that the Ask the Parenting Specialist not be misconstrued as a family counseling session when there are other services for employee to discuss ongoing family issues like the Employee Assistance Program. Mary Ellen suggested that since everyone is pleased with the way the Ask the Parenting Specialist is currently running, that the Communications Committee think broadly in terms of expansion of the program. Tim announced that he would plan to set a place holder in his FY 06 budget to add more sessions.

V. January 2005 Presentations on “Back-up” and Non-Traditional Hours Care:

Mary Ellen announced that in January, a representative of a company that provides back-up child care arrangements when regular child care arrangements fall through, will present information on corporate services to the Board. Mary Ellen solicited questions from members.

In early January, Mary Ellen will participate in a meeting about Non-traditional hours care currently available in Montgomery County which includes evening, weekend and overnight care. She will report to the board on the discussion.

A discussion regarding the need for Centers to be open during Federal holidays was brought to the table but deferred to the Director’s agenda for January for a more in depth discussion to be brought to the Board at a later date.

VI. Announcements:

- Acknowledging her retirement, the Board presented Lee Ettman with a certificate of appreciation for her 15 years of service as the ChildKind Inc. Director.
- Board members were encouraged to get the word out about the Camp Fair. to be held on February 3, from 11:00 to 2:00 in the Natcher Building 45.
- Board members were encouraged to join the parenting list serv.
- There will be five “Ask the Parenting Specialist” sessions in the spring of 2005.
- Meeting Adjourned at 12:00 p.m.

Next meeting January 27, 2005 Building 45 G1-G2